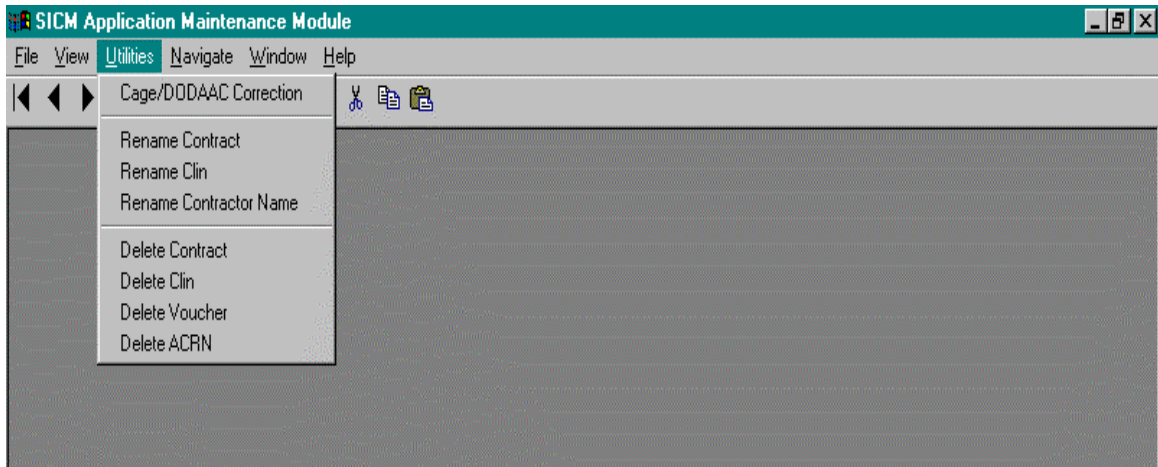


Chapter 13



Utilities

13.0 Utilities



Utilities

This menu selection provides the vehicle through which the following Utilities may be accessed: Cage/DoDAAC Correction, Rename Contract, Rename Clin, Rename Contractor Name, Delete Contract, Delete Clin, and Delete Voucher. **Each of these Utilities, except for Delete Voucher** which only deletes the Voucher Number and the associated Voucher Header information, **provides the authorized user a method of globally changing, with ONE change, all of the Child Records that are associated with a particular Parent Record or Key Data Field.** Changes made through the use of a Utility prevents the need to delete and re-enter EACH associated contract data reference when a Parent Record or Key Data Field requires an edit or deletion.

Because of the level of change control required for the edit or deletion of a Parent Record or Key Data Field, Administrator Level User access restrictions apply to the use of these Utilities.

A Confirmation Message appears on all of the Utility screens prior to the change or deletion action. This provides the user the opportunity to confirm that action being requested. The change or deletion is initiated by selecting either *Yes* or *No*. After the action has been performed, **and ALL associated records have been changed or deleted**, an Information Message will be displayed notifying the authorized user that the change or deletion has been accomplished.

Note - The time required to perform the change or deletion action is relative to the number of associated records that will need to be changed or deleted.

13.1 Cage or DoDAAC Correction

The screenshot shows the 'SICM Application Maintenance Module' window. A dialog box titled 'Cage or DODAAC Correction' is open. It contains the following fields and buttons:

- Invalid code:** A text box containing the number '1' with a dropdown arrow.
- Valid code:** A text box containing the number '2'.
- Date Entered:** A text box containing '//' and the number '3'.
- Date Corrected:** A text box containing '4/12/99' and the number '4'.
- Type:** A text box containing the number '5' followed by the text 'Type (C for cage, or D for DODAAC)'.
- Buttons:** A 'Correct' button (labeled 6) and a 'Cancel' button (labeled 7).

Cage or DoDAAC Correction

The purpose of this screen is to provide the user a method of revising or correcting the Commercial and Government Entity (Cage) code or DoD Activity Address Code (DoDAAC).

- 1. Invalid Code** - Enter or select from the selection list, the old Cage or DoDAAC code that is to be corrected or changed.
- 2. Valid Code** - Enter the new Cage or DoDAAC code.
- 3. Date Entered** - The system will populate this field with the date that the Invalid Code selected in block 1 was originally established.
- 4. Date Corrected** - The system will populate this field with the date that the correction is processed on.
- 5. Type** - The system will populate this field with either a C for Cage or D for DoDAAC based upon the type Invalid code selected in block 1.
- 6. Correct Button** - This button is used to activate the Cage or DoDAAC change or correction. A Confirmation Message will appear prior to the change giving the user the opportunity to confirm the action. Initiate the change by selecting *Yes* or *No*.
- 7. Cancel Button** - This button is used to cancel the Cage or DoDAAC Correction screen and will return the user to the main menu when selected.

13.2 Rename Contract

The screenshot shows a software window titled "SICM Application Maintenance Module" with a menu bar (File, View, Utilities, Navigate, Window, Help) and a toolbar. A "Rename Contract" dialog box is open. It contains two sets of input fields. The first set, labeled "Enter the new, valid contract number below:", has fields for PIIN (containing '1'), SPIIN, and Support No (with a dropdown arrow). The second set has fields for PIIN (containing '2'), SPIIN (containing '3'), and Support No (containing '4'). At the bottom are two buttons: "Rename" (labeled 5) and "Cancel" (labeled 6).

Rename Contract

The purpose of this screen is to provide the user a method of Renaming a contract or Assigning a new contract number (PIIN, SPIIN, and/or Support).

- 1. PIIN, SPIIN, and/or Support No.** - Enter or select from the selection list, the old Contract Number that is to be renamed.
- 2. PIIN** - Enter the new Procurement Instrument Identification Number (PIIN).
- 3. SPIIN** - Enter the new Supplemental PIIN (SPIIN), if applicable.
- 4. Support No.** - Enter the new Support Number, if applicable.

Note: Specific information related to the proper entry and use of the PIIN, SPIIN, and/or Support Number is located in Chapter 2, Contract Header.

5. Rename Button - This button is used to activate the contract Rename change. A Confirmation Message will appear prior to the change giving the user the opportunity to confirm the action. Initiate the change by selecting **Yes** or **No**.

6. Cancel Button - This button is used to cancel the Rename Contract screen and will return the user to the main menu when selected.

13.3 Rename Clin

SICM Application Maintenance Module

File View Utilities Navigate Window Help

PIIN SPIIN Support No

CLIN No Proj No Action No

Enter the new clin number below:

CLIN No Proj No Action No

Rename 6 Cancel 7

Rename Clin

The purpose of this screen is to provide the user a method of Renaming a Contract Line Item Number (CLIN) or Assigning a new CLIN.

- 1. PIIN, SPIIN, and/or Support No.** - Enter or select from the selection list, the Contract Number associated with the CLIN that is to be renamed.
- 2. CLIN No.** - Enter the Contract Line Item Number (CLIN) that is to be changed.
- 3. Project No.** - Enter the Project Number that is to be changed, if applicable.
- 4. Action No.** - Enter the Action Number that is to be changed, if applicable.

Note: Specific information related to the proper entry and use of the CLIN, Project and Action Numbers is located in Chapter 3, CLIN Details.

- 5. CLIN No.** - Enter the new Contract Line Item Number (CLIN), and the associated Project and Action Numbers (if applicable).
- 6. Rename Button** - This button is used to activate the CLIN Rename change. A Confirmation Message will appear prior to the change giving the user the opportunity to confirm the action. Initiate the change by selecting **Yes** or **No**.
- 7. Cancel Button** - This button is used to cancel the Rename CLIN screen and will return the user to the main menu when selected.

13.4 Rename Contractor Name

The screenshot shows the 'SICM Application Maintenance Module' window. It has a menu bar with 'File', 'View', 'Utilities', 'Navigate', 'Window', and 'Help'. Below the menu is a toolbar with icons for navigation, search, and editing. A dialog box titled 'Rename Contractor Name' is open. It contains three input fields: 'Cage Code' with the value '1', 'Business Office' with the value '2', and 'New Business Office' with the value '3'. At the bottom of the dialog are two buttons: 'Rename 4' and 'Cancel 5'.

Rename Contractor Name

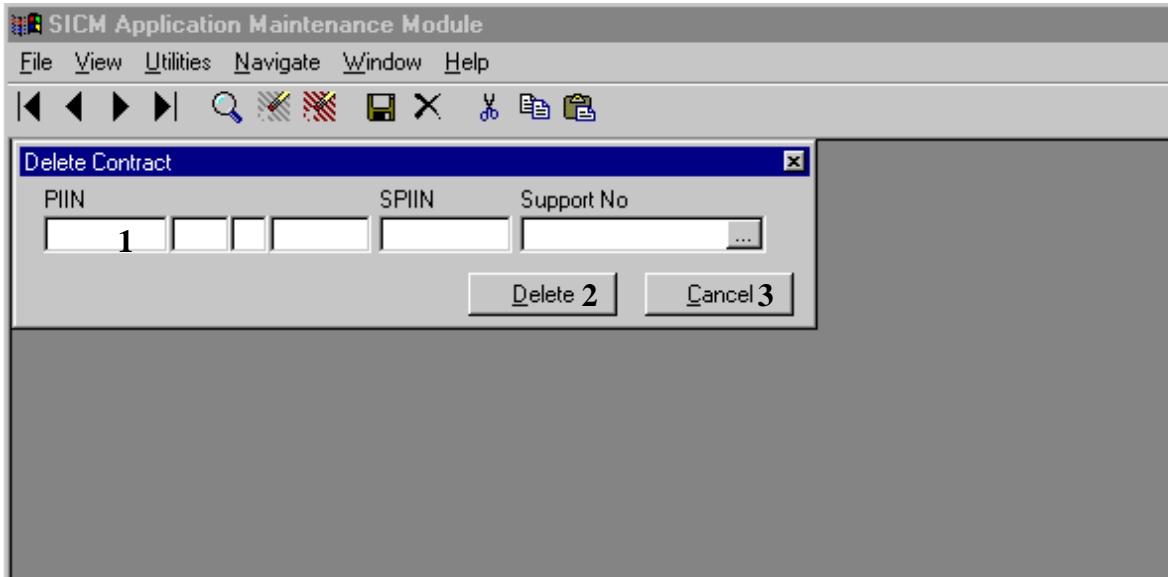
The purpose of this screen is to provide the user a method of Renaming a Contractor Name or Assigning a new Name.

- 1. Cage Code** - Enter or select from the selection list, the Commercial and Government Entity (Cage) code identifying the Contractor that is to be renamed.
- 2. Business Office** - The system will populate this field with the current contractor name based on the code selected in the Cage Code field in block 1.
- 3. New Business Office** - Enter the new Contractor Name.

Note: Specific information related to the proper entry and use of the Contractor Name is located in Chapter 10, Rosters.

- 5. Rename Button** - This button is used to activate the Rename Contractor Name change. A Confirmation Message will appear prior to the change giving the user the opportunity to confirm the action. Initiate the change by selecting **Yes** or **No**.
- 6. Cancel Button** - This button is used to cancel the Rename Contractor Name screen and will return the user to the main menu when selected.

13.5 Delete Contract



Delete Contract

The purpose of this screen is to provide the user a method of Deleting a Contract Line Item Number (CLIN) and all of its associated records.

1. PIIN, SPIIN, and/or Support No. - Enter or select from the selection list, the Contract Number that is to be deleted.

*Note: Use of this option is recommended as a last resort to other data update and correction techniques previously referenced. **All records deleted will have to be reentered from the beginning as there is no recovery from this function.***

2. Delete Button - This button is used to activate the Delete Contract function. A Confirmation Message will appear prior to the deletion giving the user the opportunity to confirm the action. Initiate the deletion by selecting **Yes** or **No**.

3. Cancel Button - This button is used to cancel the Delete Contract screen and will return the user to the main menu when selected.

13.6 Delete Clin

The screenshot shows a software window titled "SICM Application Maintenance Module" with a menu bar (File, View, Utilities, Navigate, Window, Help) and a toolbar. A modal dialog box titled "Delete Clin" is open. It contains several input fields: "PIIN" (with a dropdown arrow), "SPIIN" (with a dropdown arrow), "Support No" (with a dropdown arrow), "CLIN No" (with a dropdown arrow), "Proj No" (with a dropdown arrow), and "Action No" (with a dropdown arrow). The "CLIN No" field is highlighted with a red box and contains the number "2". Below the input fields are two buttons: "Delete" (labeled with a red box and the number "3") and "Cancel" (labeled with a red box and the number "4").

Delete Clin

The purpose of this screen is to provide the user a method of Deleting a Contract Line Item Number (CLIN) and all associated records.

- 1. PIIN, SPIIN, and/or Support No.** - Enter or select from the selection list, the Contract Number associated with the CLIN record that is to be deleted.
- 2. CLIN No.** - Enter or select from the selection list the Contract Line Item Number (CLIN) that is to be deleted.

*Note: Use of this option is recommended as a last resort to other data update and correction techniques previously referenced. **All records deleted will have to be reentered from the beginning as there is no recovery from this function.***

3. Delete Button - This button is used to activate the Delete CLIN function. A Confirmation Message will appear prior to the deletion giving the user the opportunity to confirm the action. Initiate the deletion by selecting **Yes** or **No**.

4. Cancel Button - This button is used to cancel the Delete CLIN screen and will return the user to the main menu when selected.

13.7 Delete Voucher

SICM Application Maintenance Module

File View Utilities Navigate Window Help

Delete Voucher

PIIN SPIIN Support No

Voucher No

Delete 3 Cancel 4

Delete Voucher

The purpose of this screen is to provide the user a method of Deleting a Voucher Number and all of the associated Voucher Header information.

Voucher Details must be deleted from the Voucher Screen (refer to Chapter 8, Section 8.6), and must have ALL been deleted PRIOR to using this Utility.

- 1. PIIN, SPIIN, and/or Support No.** - Enter or select from the selection list, the Contract Number associated with the Voucher record that is to be deleted.
- 2. Voucher No.** - Enter or select from the selection list the Voucher Number and associated Voucher Header that is to be deleted.

*Note: Use of this option is recommended as a last resort to other data update and correction techniques previously referenced. **All records deleted will have to be reentered from the beginning as there is no recovery from this function.***

3. Delete Button - This button is used to activate the Delete Voucher function. A Stop Message will appear to notify the user if Voucher Details still exist that have not yet been deleted from the Voucher Screen. This action must be completed prior to attempting deletion of the Voucher Number/Header. A Confirmation Message will appear prior to the deletion giving the user the opportunity to confirm the action. Initiate the deletion by selecting **Yes** or **No**.

4. Cancel Button - This button is used to cancel the Delete Voucher screen and will return the user to the main menu when selected.

13.8 Delete ACRN

The screenshot shows a software window titled "SICM Application Maintenance Module" with a menu bar (File, View, Utilities, Navigate, Window, Help) and a toolbar. A modal dialog box titled "Delete ACRN" is open. It contains three input fields at the top labeled "PIIN", "SPIIN", and "Support No.". The "PIIN" field has a dropdown arrow and the number "1" is selected. Below these is a single-line text field labeled "ACRN" with the number "2" entered. At the bottom right of the dialog are two buttons: "Delete" (labeled with a "3") and "Cancel" (labeled with a "4").

Delete ACRN

The purpose of this screen is to provide the user a method of Deleting an Acrn and Acrn Part 2.

ONLY an Acrn that has an ACRN Total Equal to Zero, and has had NO VOUCHER(s) or MOD(s) associated with it CAN BE DELETED.

- 1. PIIN, SPIIN, and/or Support No. -** Enter or select from the selection list, the Contract Number associated with the Acrn and Acrn Part 2 that is to be deleted.
- 2. ACRN -** Enter or select from the selection list the Acrn and Acrn Part 2 that is to be deleted.
- 3. Delete Button -** This button is used to activate the Delete ACRN function. A Stop Message will appear IF the ACRN the user is attempting to delete has been used throughout the system. In this case, the deletion **WILL NOT** be allowed. A Confirmation Message will appear prior to the deletion giving the user the opportunity to confirm the action. Initiate the deletion by selecting *Yes* or *No*.
- 4. Cancel Button -** This button is used to cancel the Delete ACRN screen and will return the user to the main menu when selected.